

(See [Fed. R. Civ. P. 10](#))

LR 10-1 Format Requirements

(a) Legibility

Pleadings and other documents must be typewritten, neatly printed, or otherwise legibly reproduced, using blue or black ink.

(b) Line Spacing

Pleadings and other documents must be double-spaced except for the identification of counsel, title of the case, footnotes, quotations, and exhibits.

(c) Minimum Type Size for Text, Footnotes, and Endnotes

Typewritten materials, including footnotes and endnotes, must use at least a twelve (12) point font, *i.e.*, at least ten (10) typed characters per inch.

(d) Page Margins

Pleadings and other documents must have one (1) inch margins on the top, bottom, left, and right sides.

(e) Stapled or Fastened

Pleadings and other documents that are less than one (1) inch thick must be stapled in the upper left hand corner. Larger documents must be fastened with some other permanent fastening device. (See Practice Tip below.)

(f) Pagination Requirements

(1) Every page of a pleading or other document (not including attachments or exhibits) must bear a footer with a brief description of the pleading or document and consecutive numbering at the bottom of the page.

(2) Exhibits or attachments to pleadings and other documents must be clearly numbered.

(g) Paper Requirements

Paper copies filed with the clerk must be on one-sided 8 ½" x 11" white paper of good quality (not less than 13-pound weight), flat and unfolded, without back or cover. The paper must not be numbered down the left margin (except for exhibits that are deposition transcripts). (See Practice Tip below regarding hole-punching judges' copies.)

Practice Tips

1. Exhibits and attachments do not require a footer, but they must be clearly numbered.
2. Rubber bands or large clips do not qualify as "permanent fastening devices"
3. Regarding judges' copies: Ask the courtroom deputy clerk whether the judge

LR 10-2 Caption Requirements (See [LR 15-1](#) and Complaint form)

(a) Counsel Information

Type counsel information in the upper left corner on the first page, starting one (1) inch from the top of the page on paper that is not numbered down the left margin.

Practice Tips

1. Identifying lead counsel: List the name of the attorney who has primary litigation responsibility.
2. Identifying Associate (Out-of-State) Counsel: List out-of-state counsel in a separate paragraph.
3. When paper filing or e-filing is required by these rules (

[LR 100-5\(a\)](#)

(b) Court Title

Double space, capitalize and center the title of the Court at least one (1) inch below the last line of the counsel information paragraph.

Example

UNITED STATES DISTRICT COURT

DISTRICT OF OREGON

MEDFORD DIVISION

**Jane Doe,
Plaintiff,**

v.

**John Doe,
Defendant.**

Case No.:

COMPLAINT

Personal Injury Action (28 U.S.C. § 1332)

DEMAND FOR JURY TRIAL

(c) Clerk's Authorization to Return Documents

The clerk is directed to return without filing, and without action, all documents and papers presented for filing that do not comply with the requirements of [LR 10-2\(b\)](#) . The offering party will be directed to re-submit the document(s) to comply with the local rule.

(d) Party Names

Single space the names of the parties along the left margin, four (4) lines from the bottom of the court title. If the parties are numerous, the names may be continued on the second or, if necessary, successive pages in the same space.

Practice Tips

1. Representation in Multi-Party Cases: When not representing all plaintiffs or defendants, the parties' names should be capitalized and bold-faced, with all other relevant parties' names in regular font.
2. Parties' names should be capitalized and bold-faced, with all other relevant parties' names in regular font.

(e) Eliminate Brackets Following Party Name Information

Do not use brackets ")" to set off party names from the document title.

(f) Case Number

Right justify the case number on the same line as the first named plaintiff. The case number will be assigned by the Clerk's Office at the time the initial filing is made, and must appear on all subsequent filings.

Example **Case No.: 04-CV-1111-RE**
(g) Document Title

At least two lines below the case number, single space and capitalize a concise description of the nature of the document.

Example **COMPLAINT**
Personal Injury Action (28 U.S.C. § 1332)
DEMAND FOR JURY TRIAL
LR 10-3 Affidavits and Declarations

(a) Filed Separately

Affidavits or declarations must be filed as separate documents with their own captions and footers. Their title must include the name of the related document.

Example **AFFIDAVIT OF JOHN S. HONEST, Esquire**
In Support of Plaintiff Smith Corporation's Motion for Summary Judgment
(b) Signature Notarized

The affiant's signature on an affidavit must be notarized.

(c) Unsworn Declaration

An unsworn declaration under penalty of perjury may be filed pursuant to 28 U.S.C. § 1746. (See [LR 100-11](#)).

LR 10-4 PATENT, TRADEMARK, OR COPYRIGHT CASES

(a) Document Title

The word(s) "PATENT," "TRADEMARK INFRINGEMENT" or "COPYRIGHT" must appear in the narrative description of the complaint.

Example **COMPLAINT FOR TRADEMARK INFRINGEMENT**
JURY TRIAL REQUESTED

(b) Pleading Requirements

In a separately numbered paragraph within the body of the complaint, the filing party must identify the owner's full name and the registration number and date of issuance of the relevant patent, trademark or copyright.

LR 10-5 Individuals with Disabilities Education Act (IDEA) Cases

(a) Document Title Requirements

The words "Individuals with Disabilities Education Act (IDEA)" must appear in the document title.

Example

COMPLAINT

Individuals with Disabilities Education Act (IDEA)

(b) Court Scheduling Order.

When the Complaint is filed, the Court will issue the Individuals with Disabilities Education Act Scheduling Order.

LR 10-6 Page Limitations

| Document | Page Limit | Local Rule | Comment |
|---|------------|----------------------------------|-----------------------|
| Memoranda | | | |
| Attorney Fees | 10 pages | LR 54-3(e) | |
| Bill of Costs | 10 pages | LR 54-1(c) | |
| Discovery Motions | 10 pages | LR 26-3(b) | |
| Exclusive of Exhibits | | | |
| Non-Discovery Motions | 35 pages | LR 7-2 | Exclusive of Exhibits |
| Concise Statement of Material Facts | | LR 56-1(d) | |
| State Court Record for Capital Habeas Case | 25 pages | LR 81-3(i)(3)(c) | per volume |

Amendment History to LR 10

June 1, 2002

LR 10.1(a) Subsection re-titled.

Language from LR 10.2(e) added and modified to include requirement for unnumbered paper.

Subsequent rules re-numbered.

LR 10.1(d) Amended to substitute "maximum" for "minimum".

LR 10.1(e) Language moved to LR 10.1(a).

Subsequent rules re-numbered.

LR 10.1(g) Subsection (1) amended to add "..of a pleading or document...."

Subsection (2) amended to add "...and documents will be clearly numbered."

LR 10.2(a) Cross Reference to LR 15.1 added.

Last sentence "An example..." added for clarity.

Advisory Notes modified to conform with e-noticing methods of CM/ECF.

LR 10.2(c) New Rule. Subsequent sections re-lettered.

LR 10.2(e) New Rule. Subsequent sections re-lettered.

LR 10.3 This is a new rule to reflect the Judicial Conference Appendix (Appendix of Forms). The pr

LR 10.4 Amended to require that the affiant's signature be notarized.

LR 10.7(a) Amended to substitute "initial complaint" for "document".

LR 10.10(b) Amended to substitute "may" for "will".

LR 10.11 New rule. Page Limitations Cross Reference Guide added.

July 1, 2002

LR 10.3(b) Amended to exempt administrative records in social security proceedings.

April 16, 2003

LR 10.3(a) Amended pursuant to the E-Government Act of 2002.

June 1, 2006

Generally Changed "Advisory Note.." to "Practice Tip" throughout.

Format Examples modified.

Cross References updated throughout.

Appendix of Forms numbers updated.

Format of numerals modified throughout; i.e. "ten (10)"

LR 10-1(a) Practice Tip deleted.

LR 10-2(b) Example changed to reflect divisional venue requirement.

LR 10-2(f) Restructured the sentence beginning with "The case number..."

LR 10-3 Deleted and moved to LR 5.5.

Subsequent sections re-numbered.

LR 10-3 The word "Declarations" added to the section heading and body of the rule

New subsections (b) and (c) added.

LR 10-4(b) The word "..conventionally" added.

LR 10-9(b) "The Court may issue..." sentence deleted.

December 1, 2009

Generally The entire rule has been edited for clarity, brevity, and consistency. Clarified

Updated lexicon, i.e. , substituted the word "fax" for "facsimile telephone."

Included references to "footer."

Updated cross-references and deleted references to Appendix of Forms.

| Rule Title | Added "AND OTHER DOCUMENTS" |
|--|--|
| LR 10-1 | Moved "Paper Requirements" from (a) to (g) and relettered other subsections. |
| Edited for clarity, including addition of "when paper copies are filed with the clerk." | |
| Moved requirement of one-sided printing to different subsection. Clarified that pages should not be numbered. | |
| Specified reference to Practice Tip regarding judges' copies. | |
| Changed "will" to "must." | |
| LR 10-1 (Practice Tips) | Edited to clarify the requirement for pre-punching holes in documents sent to the clerk. |
| Added Practice Tip regarding judge's preferences on the location of the hole punches and information on the court's website. | |
| LR 10-2 | Practice Tip edited for clarity, including specifying that local counsel is always required. |
| Eliminated statement that paper copies will be sent to lead counsel if local. | |
| Set out last sentence as separately numbered paragraph for emphasis and to clarify that, when paper copies are filed, the court will not accept electronic filing. | |
| LR 10-3 | Clarified that affidavits and declarations must have their own captions and be filed separately. |
| LR 10.4 | Removed as duplicative of Fed. R. Civ. P. 5.1. |
| LR 10.5 | Removed as a rule without a rule. Subsequent subsections renumbered. |
| LR 10.7 | Removed as a rule without a rule. Subsequent subsections renumbered. |
| LR 10.8 | Removed as a rule without a rule. Subsequent subsections renumbered. |
| LR 10-10 | Added the Page Limitation Table into the rule. |